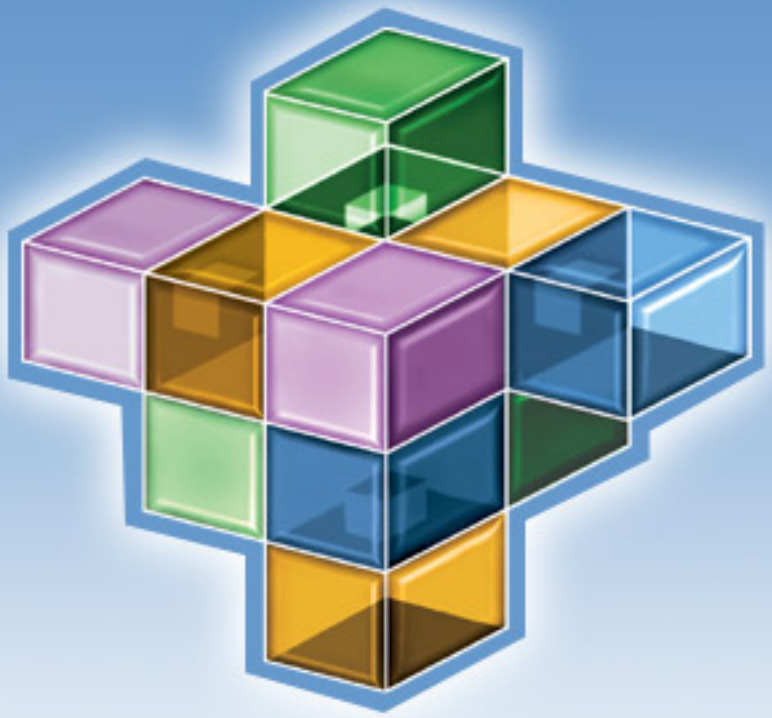
My EBSCO*host*®
User Guide



EBSCO HOST Research Databases

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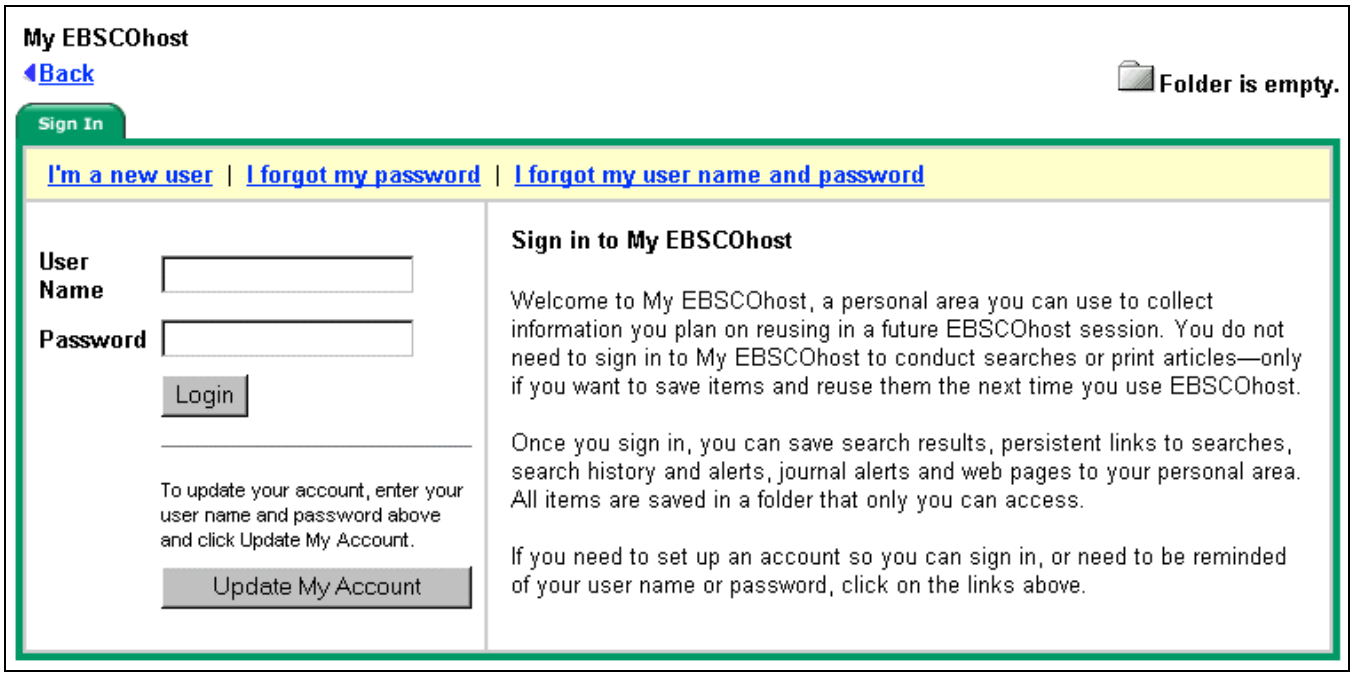
What is My EBSCO*host*®

My EBSCO*host* is a personal folder in which you will be able to save search results and persistent links to searches, saved searches, search alerts, journal alerts and web pages. All of these items can be saved in your personal folder and organized for ease of viewing, adding to/deleting from or editing any of the folder's items. After you sign in, the EBSCO*host* logo displays a "MY" banner on the corner to signify that you have logged in to your own personal folder. You will also be able to save your folder from session to session.

Signing in to My EBSCOhost

You may choose the **Sign in to My EBSCO*host*** link from the toolbar to log in, create a new account, update your account, retrieve your password or retrieve your user name and password.

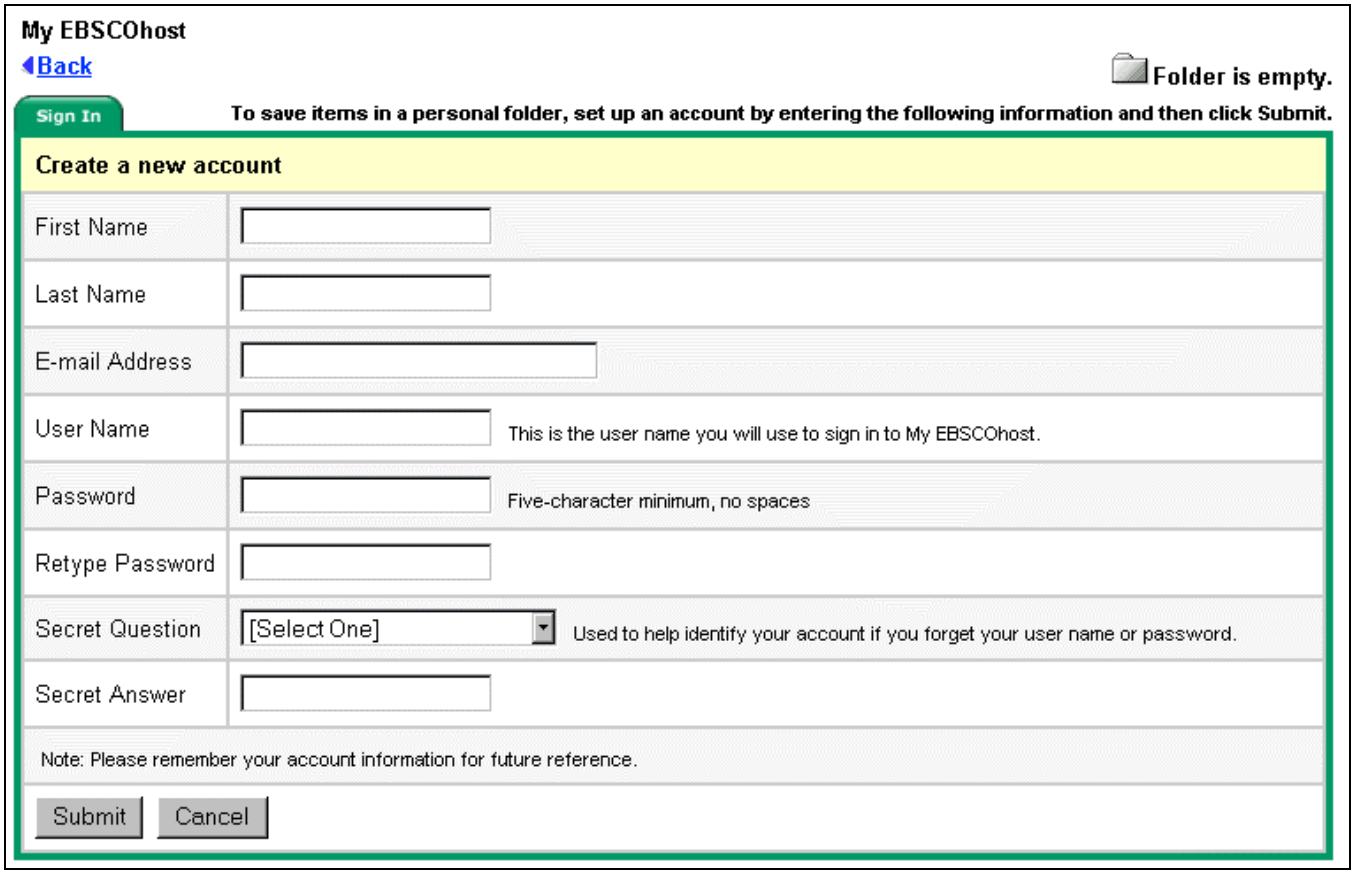


Update My Account

To update your account information, enter your user name and password in the spaces provided and click the **Update My Account** button. The Your Account Information Screen appears. You can change all of your personal information, e-mail address, password, and secret question. You can also delete your account by clicking the **Delete Account** button. Once you have changed all of the information, click the **Submit** button. A screen will appear confirming your account and clicking **OK** will log you in to My EBSCO*host.*

I'm a new user

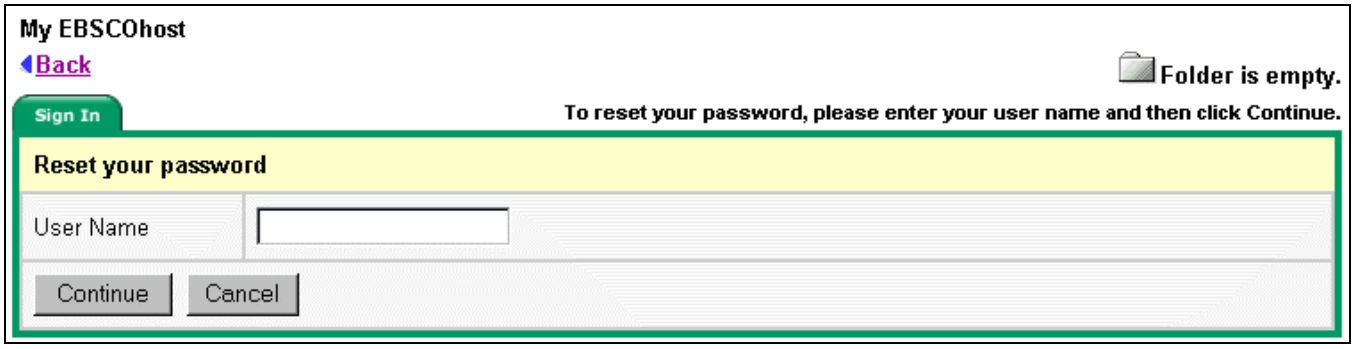
Once you have chosen to set up a new account, the Create a new account Screen appears.



After all of the required information has been entered, click the **Submit** button. A screen will appear confirming your account and clicking **OK** will log you in to My EBSCO*host.*

I forgot my password

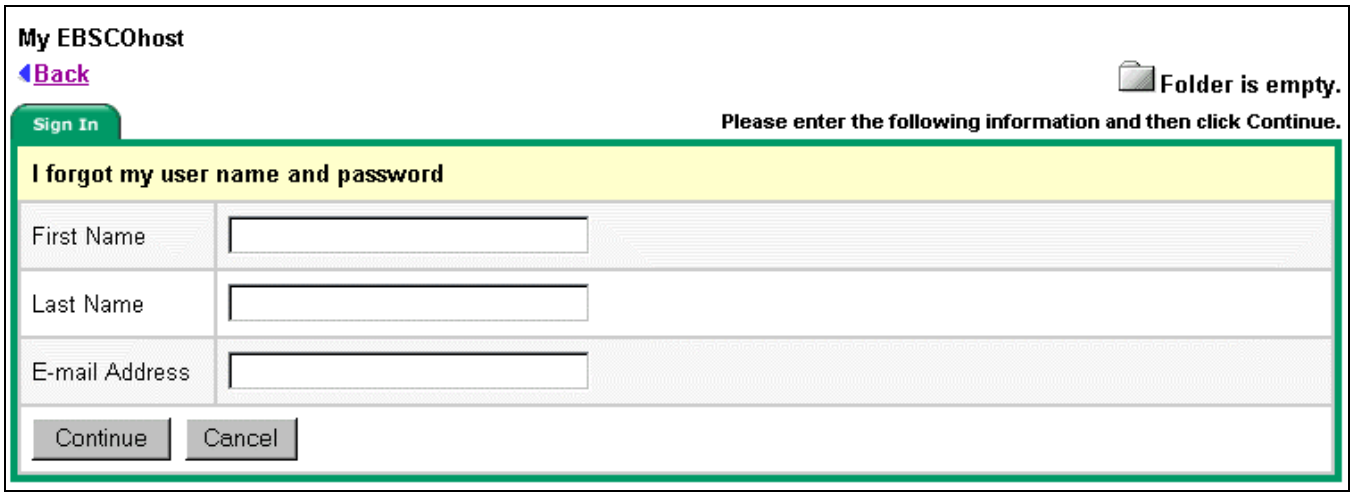
If you have forgotten your password you may choose the **I forgot my password** link from the login screen.



Enter your user name and click **Continue.** The Reset your password Screen appears. You will need to answer the secret question and enter in a new password. Click **Continue**. You are now logged in to My EBSCO*host.*

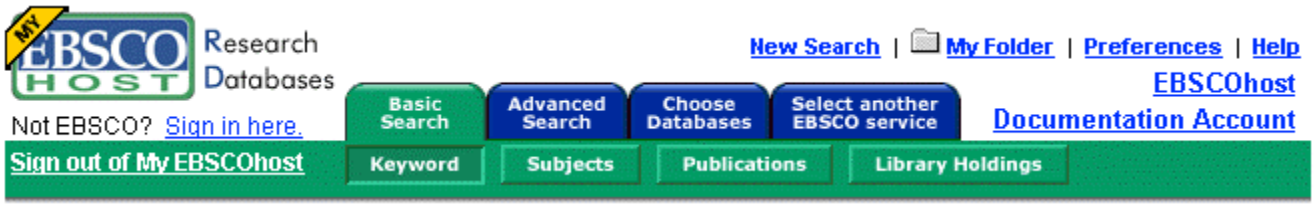
I forgot my user name and password

If you have forgotten both your user name and password choose the **I forgot my user name and password** link. The following screen appears:



Enter your information and click **Continue**. The I forgot my user name and password Screen appears. You will need to answer the secret question and enter a new password. Click **Continue**. You are now logged in to My EBSCO*host*.

Once you have signed in the EBSCO*host* icon displays a “MY” banner on it.



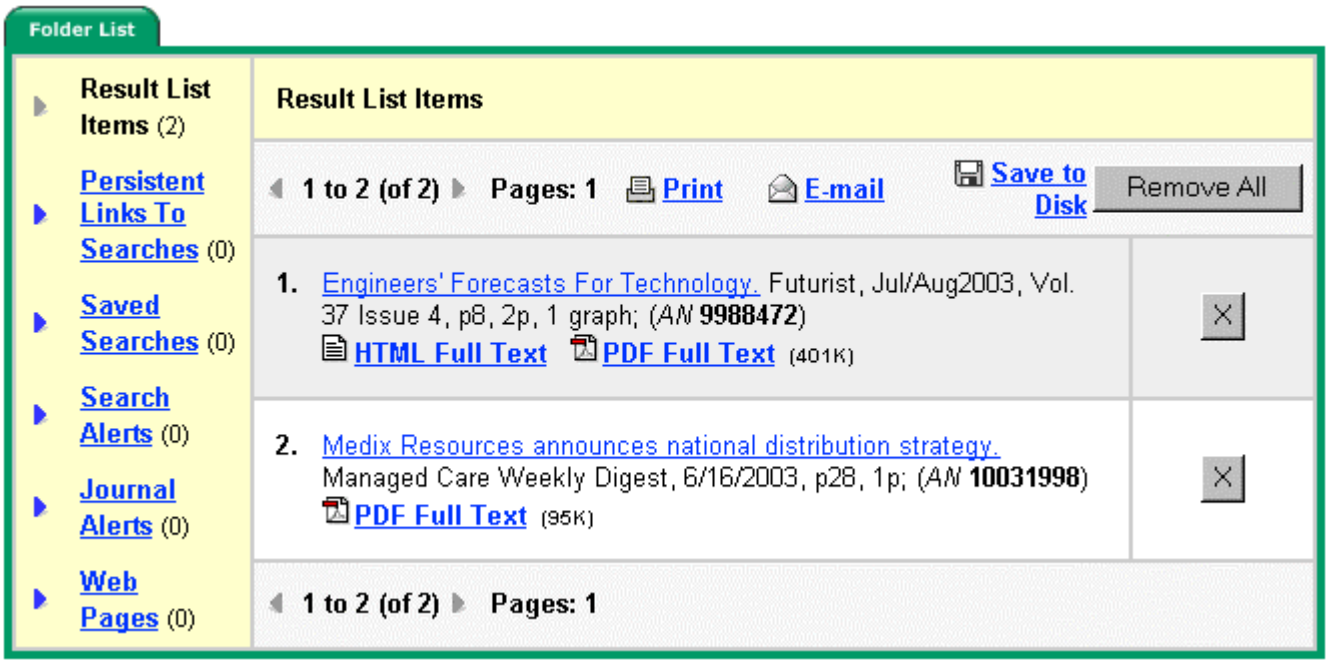
My Folder/Folder has items

You will be able to access individual results, persistent links to searches, saved search histories, search alerts, journal alerts and web pages from your folder.

Note: *Result List Items and Persistent Links To Searches can be placed in the folder without logging in to My EBSCOhost.*

Result List Items

You may search a particular area of interest, save selected results using the folder function, then print, e-mail, save or add to a web page any or all of the results in the folder. There are two ways of adding results to the folder; click on the **Add** icon to the right of the result or click on the **Add (1-10)** icon at the top of the Result List to add all results on a page.



Delivery Options

From within the folder, result list items can be printed, e-mailed and saved. Once you have chosen to perform any of these functions by clicking on the associated hyperlink, e.g., Print, the Articles Tab will appear. The **Remove these items from folder after …** option, if checked, will result in an empty folder after you complete the chosen function. To retain the results in your folder, simply make sure that this option is not checked, before you complete the print, e-mail or save function.

Print

- **Additional citation details and abstract** – Indicates that additional citation details and an abstract should be printed. If this option is not selected, only the brief citation (no abstract) will be printed. The brief citation includes the article title, publication name and volume details.
- **HTML Full Text** – Indicates that the HTML Full Text of the article (if available) will be printed with the citation.
- **Estimate Number Of Pages** – Select this option to identify the approximate number of pages that will be printed.

E-mail Options

If you click on the Articles Tab, the following choices appear:

- **Additional Citation Details and Abstract** – Indicates that additional citation details and an abstract should be e-mailed with the article.
- **HTML Full Text** – Indicates that the HTML Full Text of the article (if available) should be e-mailed.
- **PDF as a separate attachment** – E-mail any PDF, if available, for the selected articles.

Note: *Persistent links to the articles will appear with each result.*

If you click on the Bibliographic Manager Tab, the following choices appear:

- **E-mail citations in a format that can be uploaded to bibliographic management software** – The citations are e-mailed in a format that can be uploaded from within bibliographic manager software.
- **Direct Export to your bibliographic management software** – The citations are e-mailed in a format that can be used with Direct Export. This will automatically open any bibliographic management software that is installed on your machine. An e-mail is sent with all of the ISI field codes so that they can be exported into a bibliographic management program.

Save Options

If you click on the Articles Tab, the following choices appear:

- **Additional Citation Details and Abstract** – Indicates that additional citation details and an abstract should be saved.
- **HTML Full Text** – Indicates that the HTML Full Text of the article (if available) should be saved.
- **HTML link(s) to article(s)** – Indicates that the citation will include a persistent link to the article.

If you click on the Bibliographic Manager Tab, the following choices appear:

- **Save citations in a format that can be uploaded to bibliographic management software** – The citations are displayed in your browser window. Save from your browser window. You can then upload the saved file from within that software.
- **Direct Export to your bibliographic management software** – Direct Export will automatically open any bibliographic management software that is installed on your machine. This will allow you to save the citation into a new or existing citation library.

Note: *To save a PDF you should open the PDF in Adobe Acrobat Reader®, and use the Reader's save capability.*

Persistent Links to Searches

You have the ability to add a persistent link to a search to your folder. The link to a search can be used in the same ways that a persistent link to an article can be used. You may choose to e-mail or save the persistent links to the articles.

Saved Searches

If provided by your EBSCO*host*® administrator, you can save advanced searches and retrieve those searches for reuse. You can also print your Search History. Once you have saved a search, it can be retrieved at any time.

Note: *Searches performed on the Basic Search Screen are not saved to the history file.*

To save searches:

1. From the Advanced Search Screen, click on the Search History/Alerts Tab to view your search history. Click on the Save Searches/Alerts Link.
2. If you have not already logged in to My EBSCO*host*, you will be prompted to log in. Enter your user name and password, or click on **Cancel** and return to the Advanced Search Screen.
3. Enter a Name and Description for the search, e.g., **mysearch1**. To save the search, click on **Save**; otherwise, click on **Cancel**, then click on **OK**.
4. You are returned to the Advanced Search Screen.

To retrieve search history:

1. From the Advanced Search Screen, click on the Retrieve Searches/Alerts Link.
2. If you have not already logged in to My EBSCO*host*, you will be prompted to log in. Enter your user name and password; or click on **Cancel** and return to the Advanced Search Screen.
3. To retrieve a search from the list presented, click on the Retrieve Saved Search Link. If you currently have the Search History/Alerts Tab open, you are prompted to save your current search. If not, your current search is cleared.
4. You are returned to the Advanced Search Screen. The Search History/Alerts Tab now includes all information for the search you retrieved. All search counts are replaced with question marks. When you view the results (by clicking on a link in the Results column), a new search is launched and its results are added to your Search History.

Note: *You may also log in to My EBSCOhost and access your Saved Searches from within the your personal folder.*

To print Search History:

1. From the Advanced Search Screen, with the Search History you want to print open, click on the Print Search History Link. A browser screen appears with the Search History formatted for printing.
2. To print, click the **Print** icon on the browser toolbar. To close the browser window, click on the "x" in the upper right corner of the window. You are returned to the Advanced Search Screen.

Search Alerts

If provided by your EBSCO*host*® administrator, you can save advanced searches as alerts and have EBSCO*host* e-mail you with any new results. You may also retrieve those alerts to perform the search immediately instead of waiting for the alert.

Note: *An alert is set up for the last search performed on the Advanced Search Screen.*

To save a search as an Alert:

1. From the Advanced Search Screen, click on the Search History/Alerts Tab to view your search history. Click on the Save Searches/Alerts Link.
2. If you have not already logged in to My EBSCO*host*, you will be prompted to log in. Enter your user name and password, or click on **Cancel** and return to the Advanced Search Screen.
3. Enter a Name and Description for the search, e.g., **mysearch1**.
4. Choose the **Alert** radio button.
5. Choose how often you would like the alert to be performed, and how far back the articles should go.
6. In the **Run Alert for** field, select how long the journal alert should run:
    - One month (the default)
    - Two months
    - Six months
    - One year
7. In the E-mail Properties section, click the **E-mail notification** field to be notified by e-mail when new articles are available.
8. In the **Address(es)** field, enter your e-mail address(es). To enter multiple e-mail addresses, place a semicolon between e-mail addresses.
9. Accept the default subject line or enter new information in the Subject for e-mail field.
10. Select the desired e-mail format (ASCII or HTML).
11. To have your search string included in the e-mail, click Include query string in e-mail. When you have finished making changes, click **Save**. You are returned to the Advanced Search Screen.

Journal Alerts

EBSCO*host*® allows you to create an alert notification via e-mail each time a new issue for a selected title is made available in a specific database. This feature is available from the Publication Overview Screen for the selected title. EBSCO*host* will automatically send an e-mail with an updated list of article titles available for that specific journal, to those e-mail recipients specified in the alert.

Once an alert has been created, a flag will appear for this title on the Publication Overview Screen.

Note: *If you have not already logged in to My EBSCOhost, you will be prompted to log in.*

To set up a Journal Alert:

1. From the title's Publication Overview Screen, click the **Journal Alert** link.
2. The Save Journal Alert Screen appears. The Journal Alert Name, Date Created and Database Name are automatically filled in.
3. In the **Run Alert for** field, select how long the Journal Alert should run:
    - One month (the default)
    - Two months
    - Six months
    - One year
4. In the **E-mail Properties** section, click the **E-mail notification** field to be notified by e-mail when a new issue is made available. Select the desired e-mail format (ASCII or HTML).
5. To have your search string included in the e-mail, click **Include query string in e-mail.**
6. Select whether you want the e-mail to include a link to the journal table of contents, or links to individual articles.
7. Accept the default subject line or enter new information in the **Subject for e-mail** field.
8. In the **Address(es)** field, enter your e-mail address(es). To enter multiple e-mail addresses, place a semicolon between e-mail addresses.

When you have finished making changes, click **Save**. You will be returned to the Publication Overview Screen. A message is displayed that indicates a Journal Alert has been set up for the publication. You may choose to edit your Journal Alerts by accessing your alerts from within your folder.

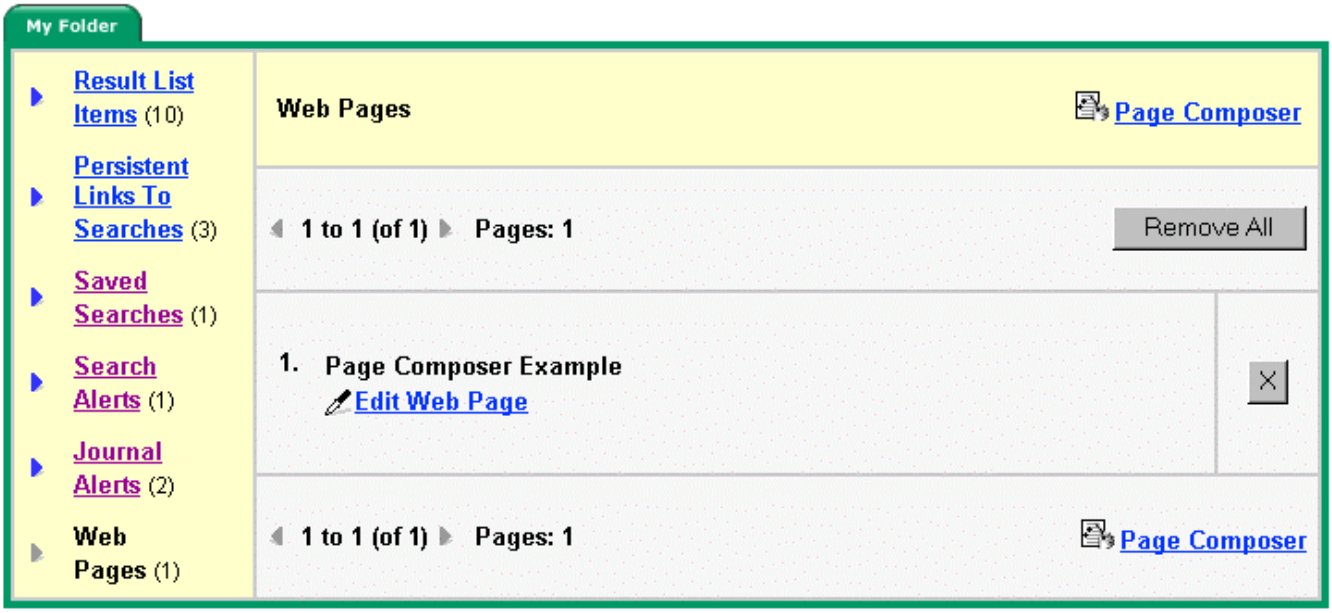
Web Pages – Page Composer

What is Page Composer®

Page Composer allows you to create customized web pages that integrate searches and persistent links with EBSCO*host*. With the integration of Page Composer into EBSCO*host*, you are not required to log in to a different service to create web pages. Once you log in to My EBSCO*host* for access to your Personalized Folder, web pages may be saved and stored there for future management.

Note: *To use this feature, you must first log in to My EBSCOhost, and the Page Composer and Personalization Feature must be enabled by the library administrator.*

From within the Personalized Folder, choose the **Web Pages** link. Any pages that have been created will be listed here and available for editing or deleting.



You may choose to edit, delete or create a new page. To edit a page, click **Edit Web Page.** You may delete individual pages by clicking on the **X** button located to the right of the page, or remove all of your pages by clicking the **Remove All** button located at the top of your list of pages.

Creating a New Page

To create a new page, click on the **Page Composer** link. The Create a New Page Screen appears. Type a description of your page in the **Page Description** field and click **Continue**. The Edit Web Page Screen appears.

You may add the following elements to your web page:

- Text
- Images
- Web Links
- Horizontal Rules
- Folder Items
- Search Box
- Page Background Graphics

You may move among the various elements of your page at any time during the creation process. For example, you may add an image to your page, and then add text beneath the image. All of your page elements will appear at the bottom of your work area in a section entitled **Page Elements.** Each element will be shown in the order entered, except for the background, which will be listed first.

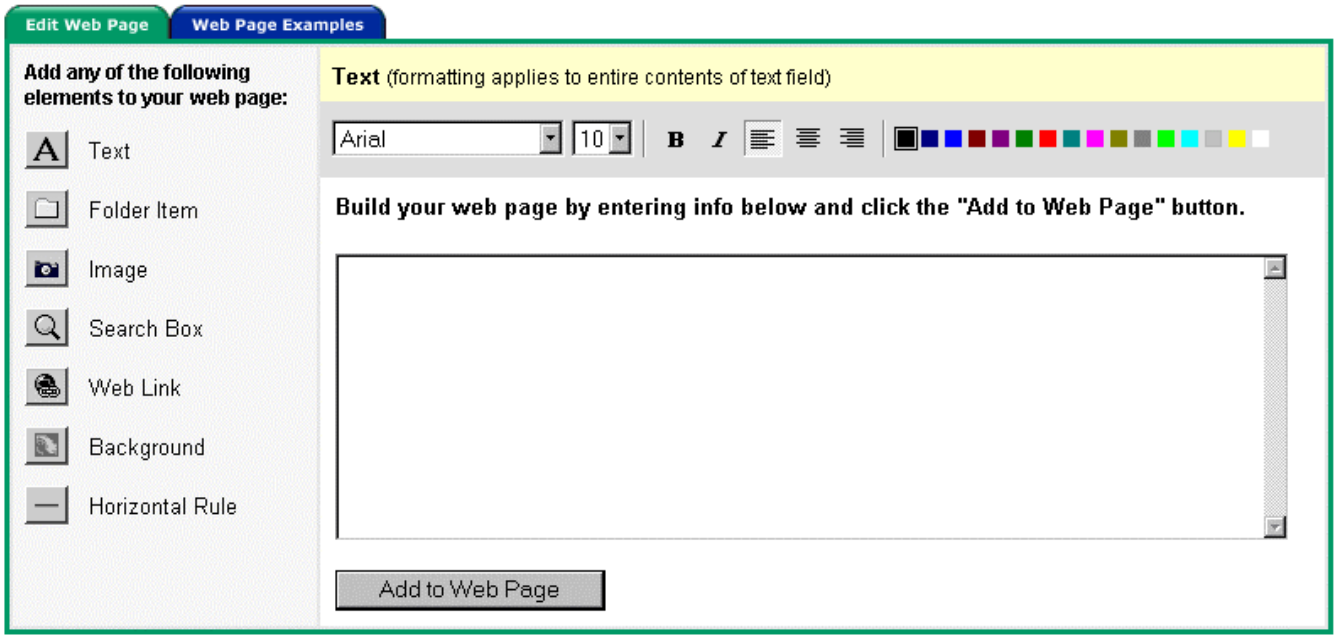
Adding Text to a Page

You may add text to your page by typing the text in box provided.

How to add text to your page:

1. Choose font and size
2. Choose the font style
3. Choose the placement of the text, e.g. left justified, centered or right justified.
4. Choose text color.
5. Enter the text in the box provided and click the **Add to Web Page** button.

Note: *Formatting applies to all text in the box. If you need additional formatting for additional text items, you will need to repeat the above process.*

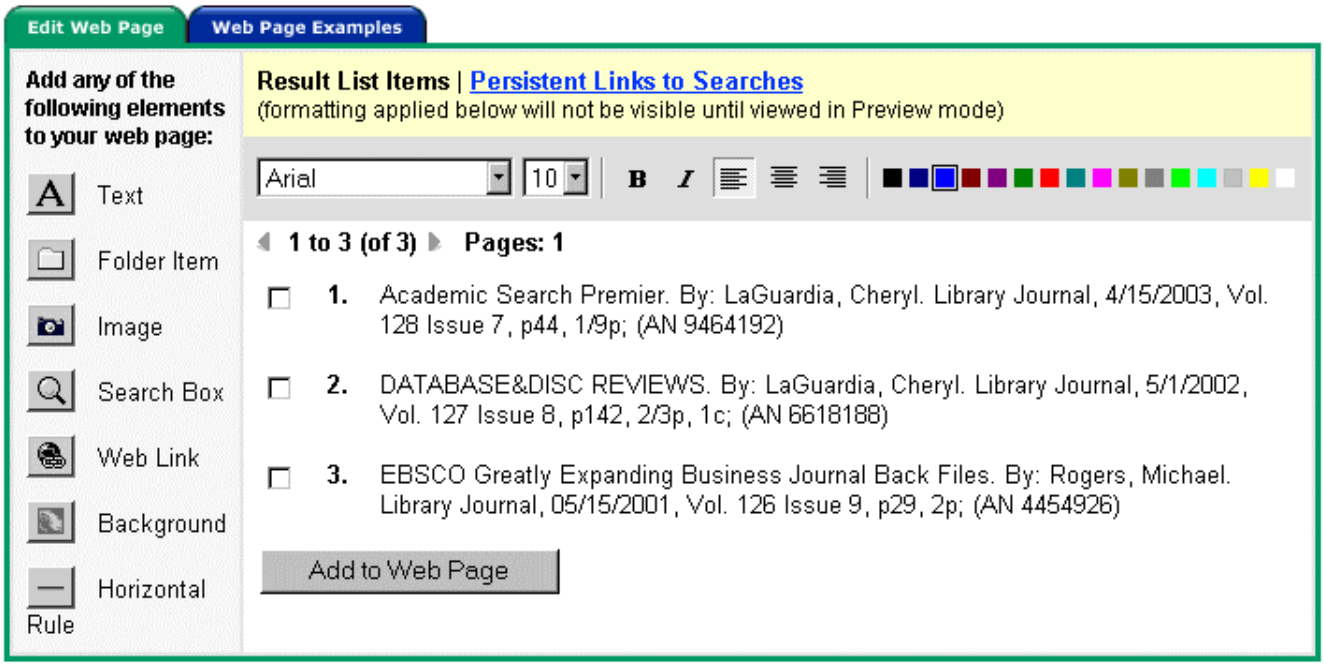


Adding Items from Your Folder

Result List Items and Persistent Links to Searches, from your folder, may also be added to your page.

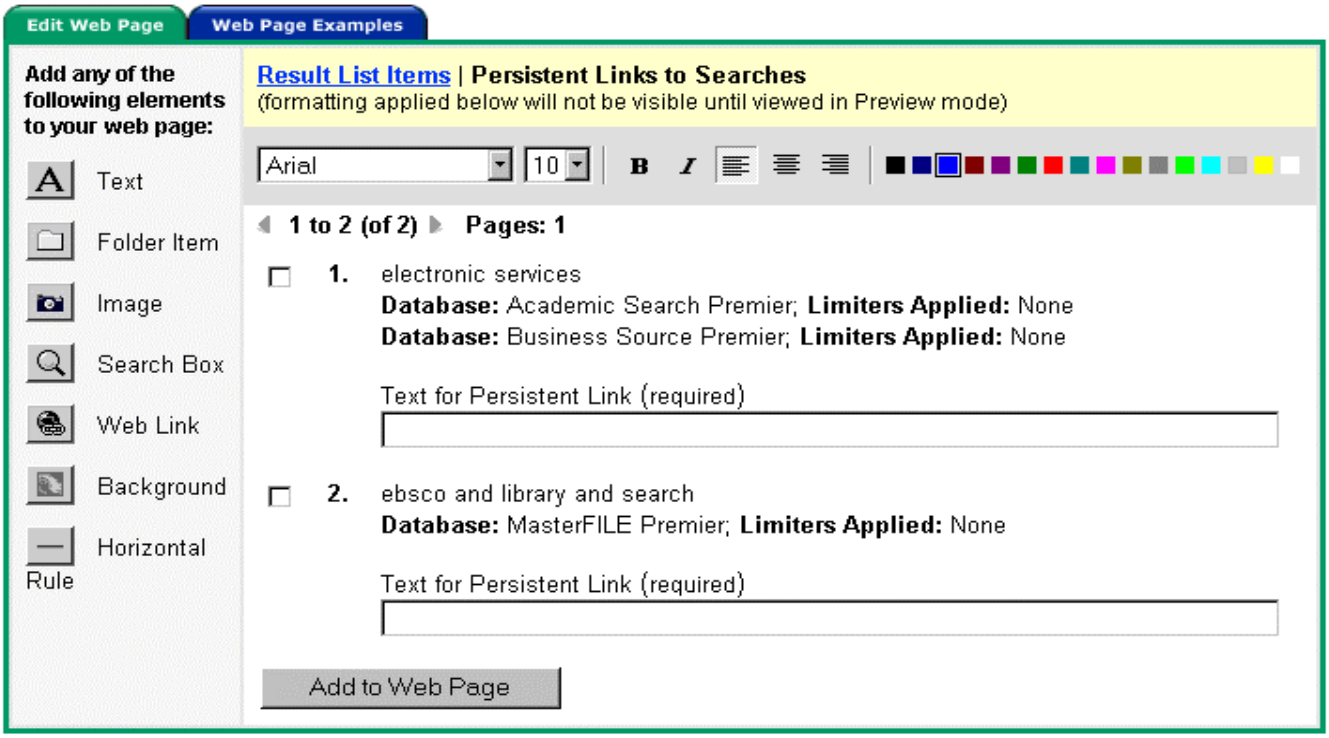
To add result list items from your folder:

1. Click on the **Result List Items** link. If your folder contains five or fewer Result List Items, all will be displayed. When your folder contains more than five items, the first five items will be displayed, with navigational tools provided for viewing additional results in your folder.
2. Choose the font, size, style, position and color for these items.
3. Place a check mark in the box next to each Result List Item you would like to add.
4. Click the **Add to Web Page** button.



To add persistent links to searches from your folder:

1. Click on the **Persistent Links to Searches** link. If your folder contains five or fewer Result List Items, all will be displayed. When your folder contains more than five items, the first five items will be displayed, with navigational tools provided for viewing additional results in your folder.
2. Choose the font, size, style, position and color for these items.
3. Place a check mark in the box provided next to each persistent link you would like to add.
4. Click the **Add to Web Page** button.

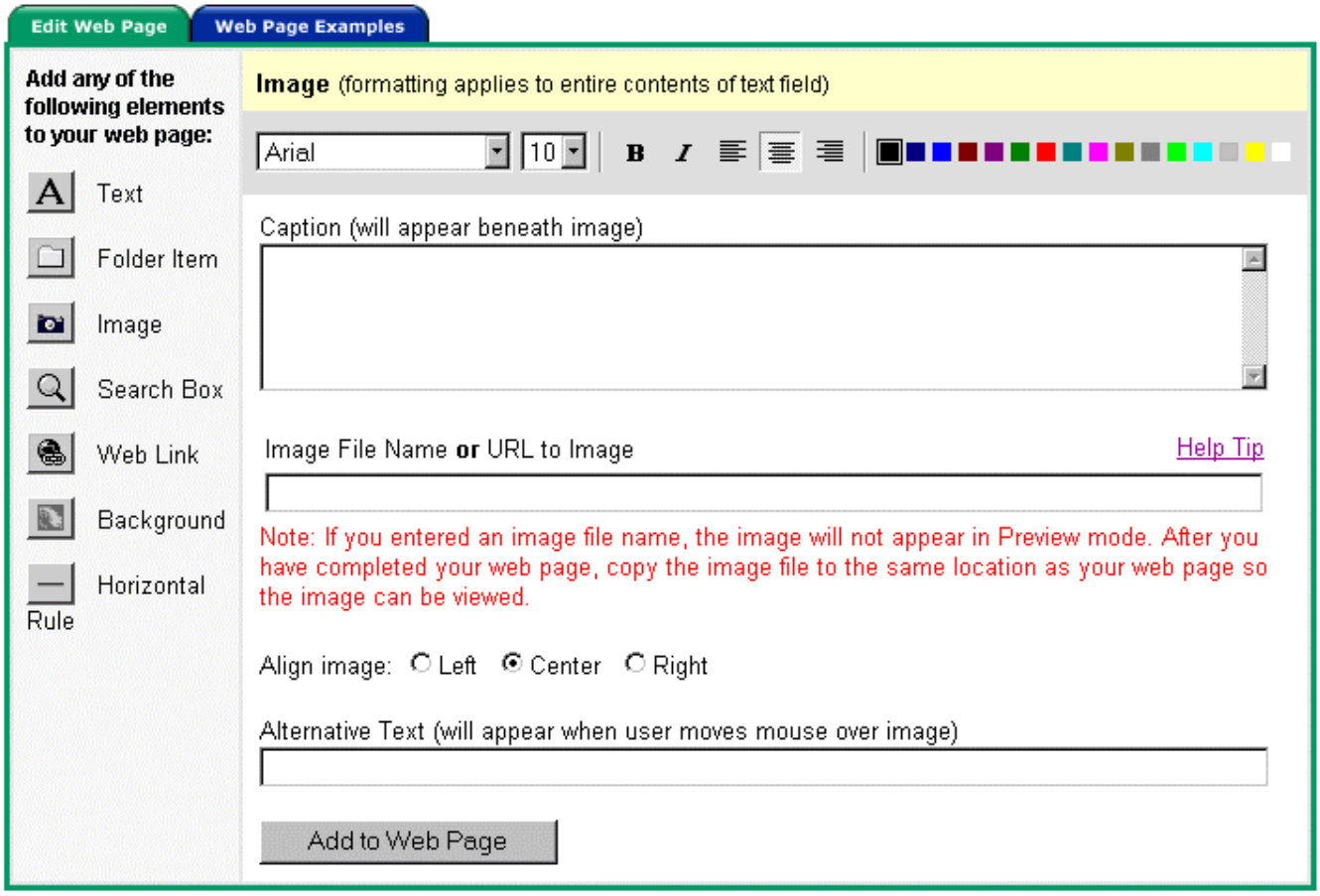


Adding Images

Images can also be added to your page, complete with captions.

To add images to your page:

1. Click on the **Image** icon.
2. If adding a caption, choose the font, size, style, position and color for the caption.
3. Type in the caption text.
4. Type in the location of the image. You must include the http:// before any links to an image on a server. If you entered an image file name, the image will not appear in Preview mode. After you have completed your web page, copy the image file to the same location as your web page so the image can be viewed.
5. Choose the alignment of the image.
6. Add any alternate text for when a user moves their mouse over the image.
7. Click **Add to Web Page.**

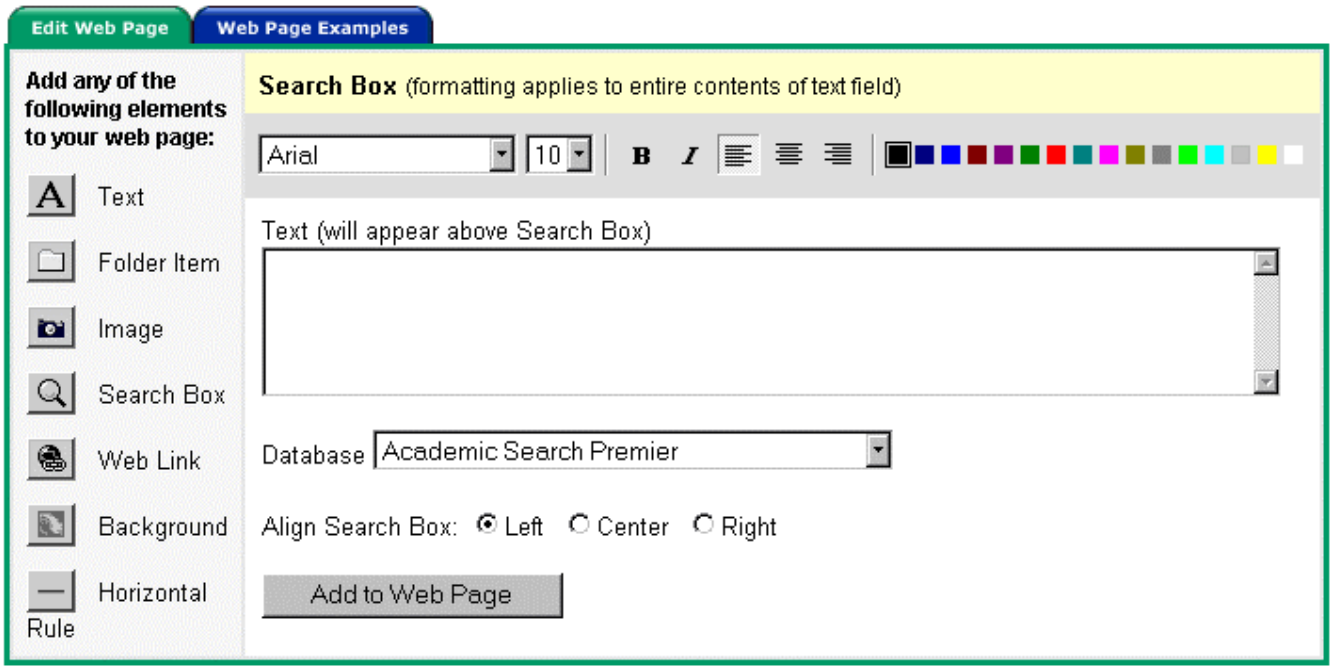


Adding Search Boxes

You may also add a search box to your web page. This will allow others to perform their own searches from your web page.

To add a search box:

1. Click the **Search Box** icon.
2. Choose the font, size, style, alignment and color of the text to appear above the Search Box and enter the text in the box provided.
3. Choose the database in which the search will be performed.
4. Choose the alignment of the Search Box and click the **Add to Web Page** button.

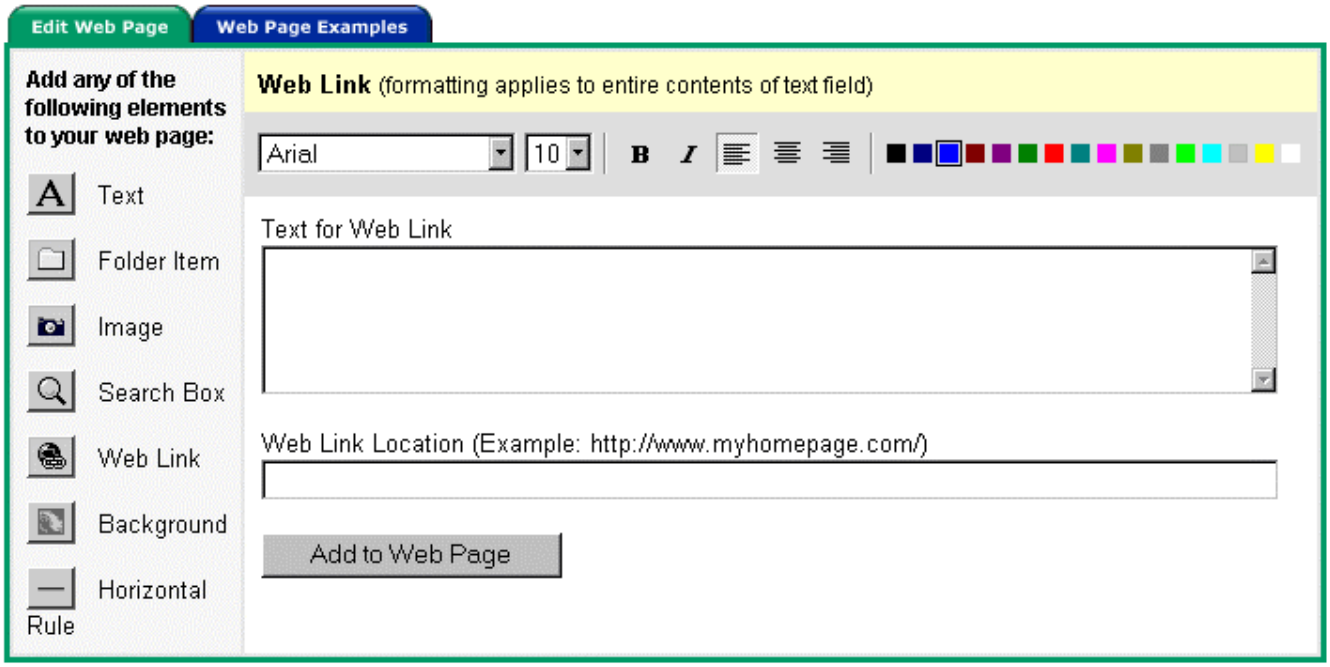


Adding Web Links

When creating a page, you may also want to include links for relevant web sites.

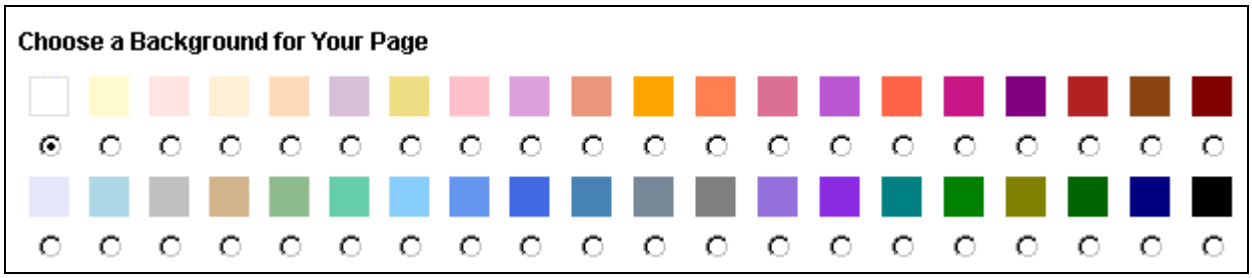
To add web links:

1. Click the **Web Link** icon.
2. Choose the font, size, style, alignment and color of the text describing what the web link is for and enter in the text in the box provided.
3. Enter in the URL and click the **Add to Web Page** button.

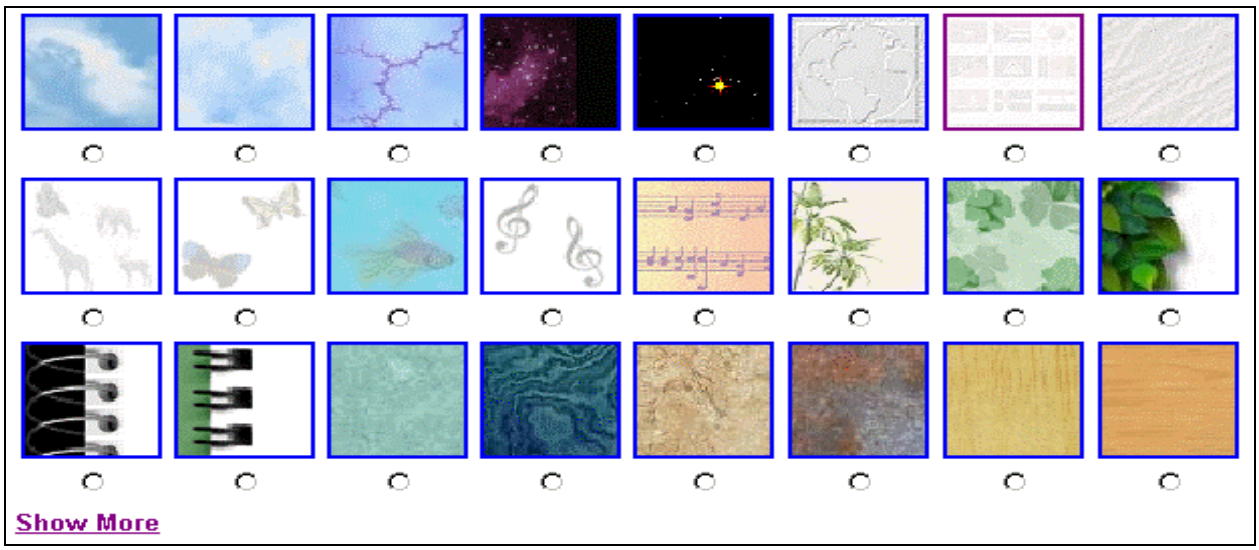


Choosing a Background for Your Page

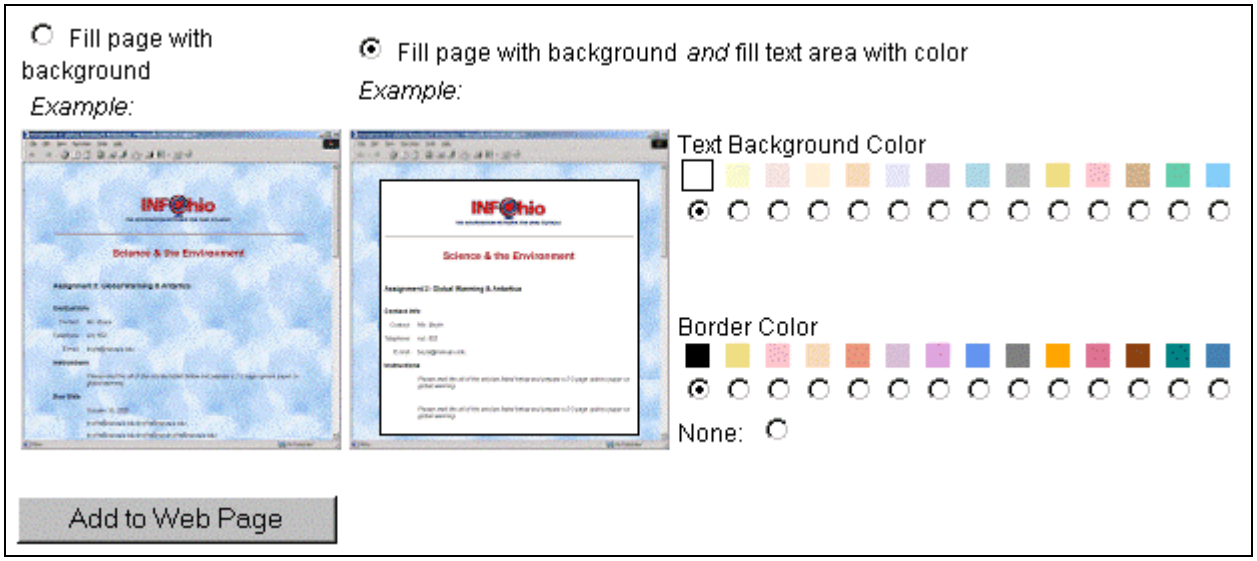
Page Composer allows you to choose either a solid color or a pattern for your background. To choose a solid color, click on the radio button beneath that color.



To choose a patterned background, choose the radio button beneath the pattern of your choice. You can preview a pattern by clicking on the pattern directly.



Once you have chosen your background, you may decide to fill the entire page with your selection or choose to have the text area filled with a color. If you choose to fill the text area with a color, you may also choose the color of the border. Once all choices have been made, click the **Add to Web Page** button.

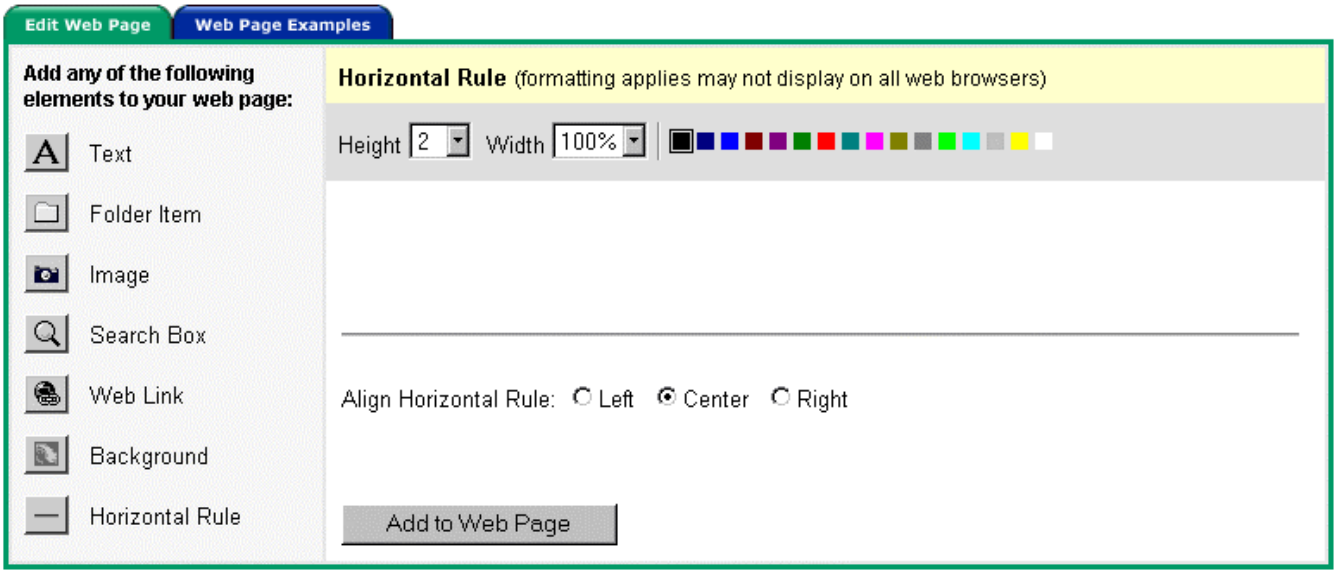


Adding Horizontal Rules

You may optionally choose to include horizontal rules on your page. This will enable you to set "breaks" throughout the page.

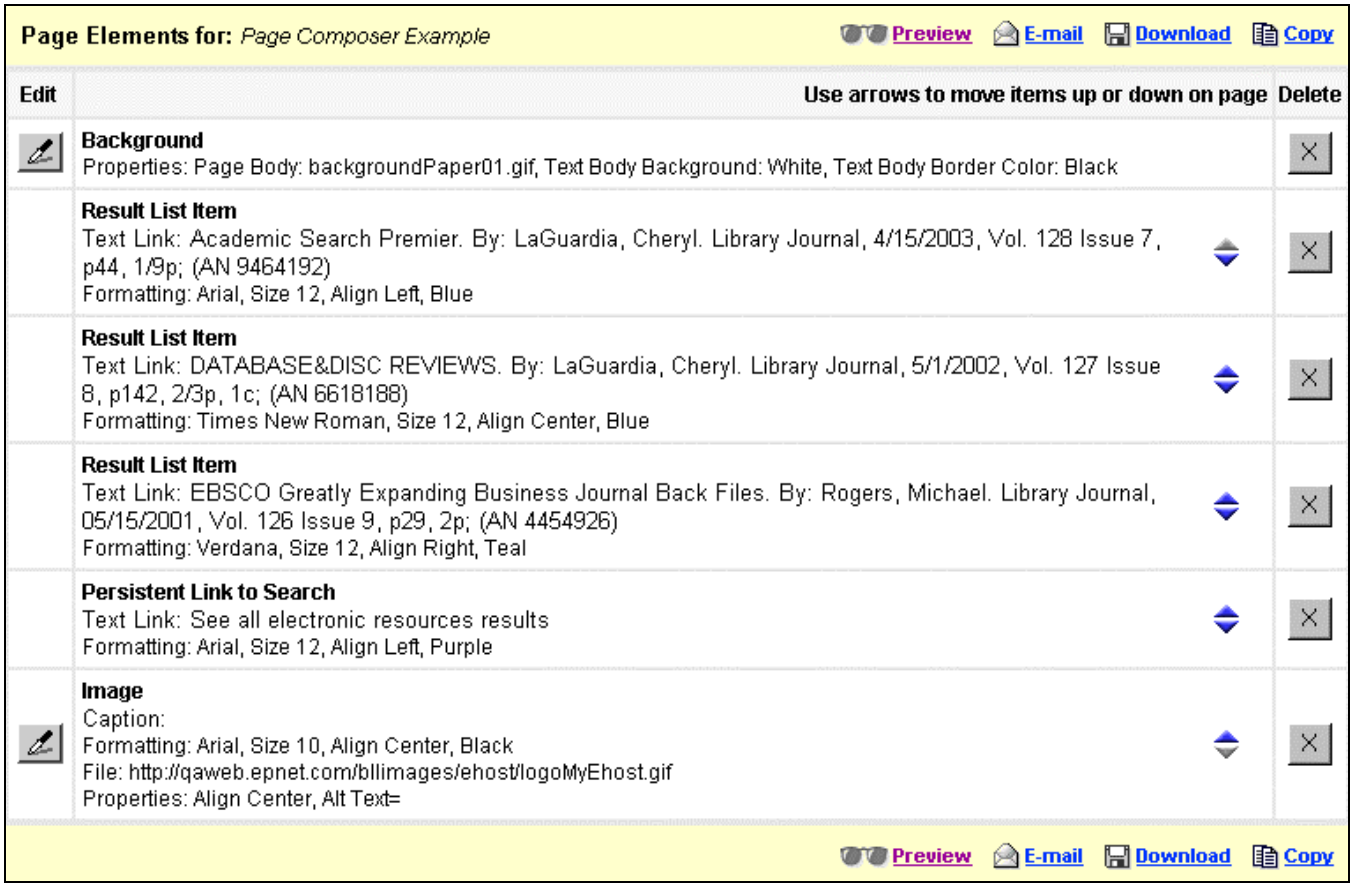
To add a horizontal rule:

1. Click the **Horizontal Rule** icon.
2. Choose the height, width and color of the rule.
3. Choose the alignment
4. Click **Add to Web Page.**



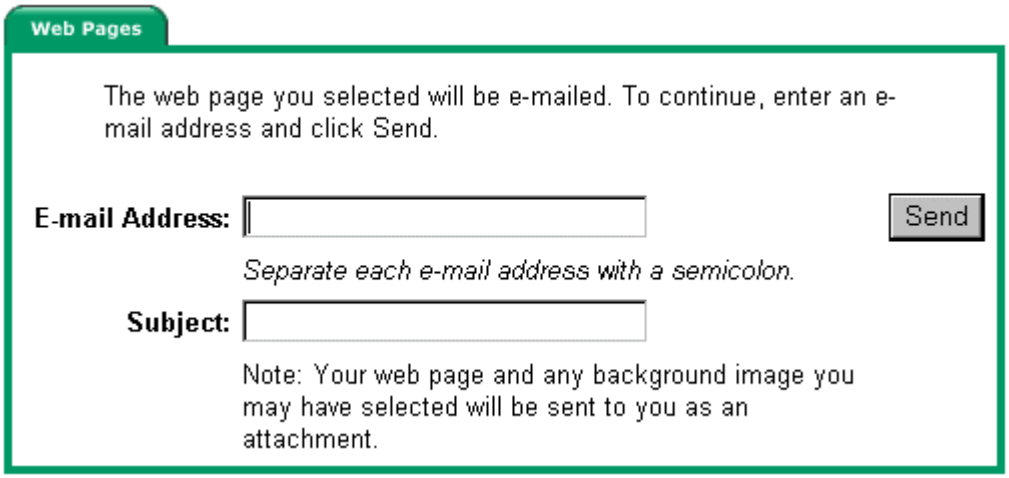
Page Elements

The Page Elements section of the Edit Web Page Screen is located in the bottom of your screen. From here you may choose to move placement of your web page elements up or down, or delete them. You may also choose to preview, e-mail, download or copy your completed page.



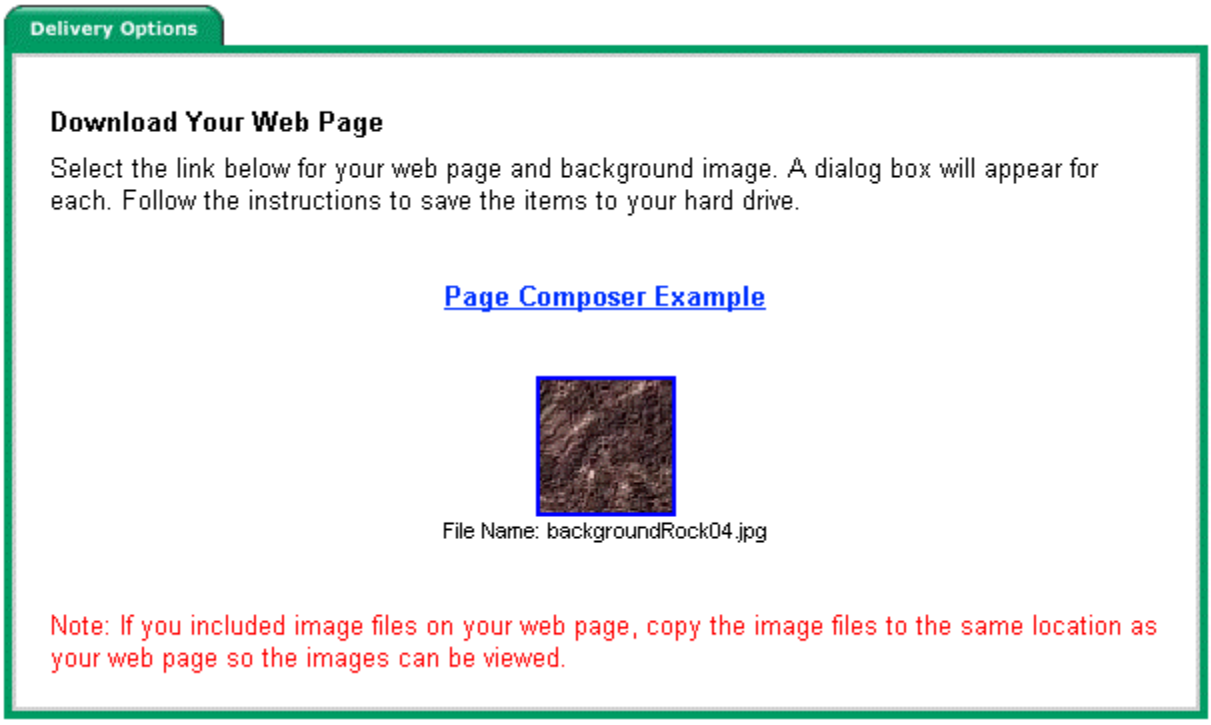
E-mailing a page

If you choose to e-mail a page, you will receive a separate e-mail with the image file for the background you selected.



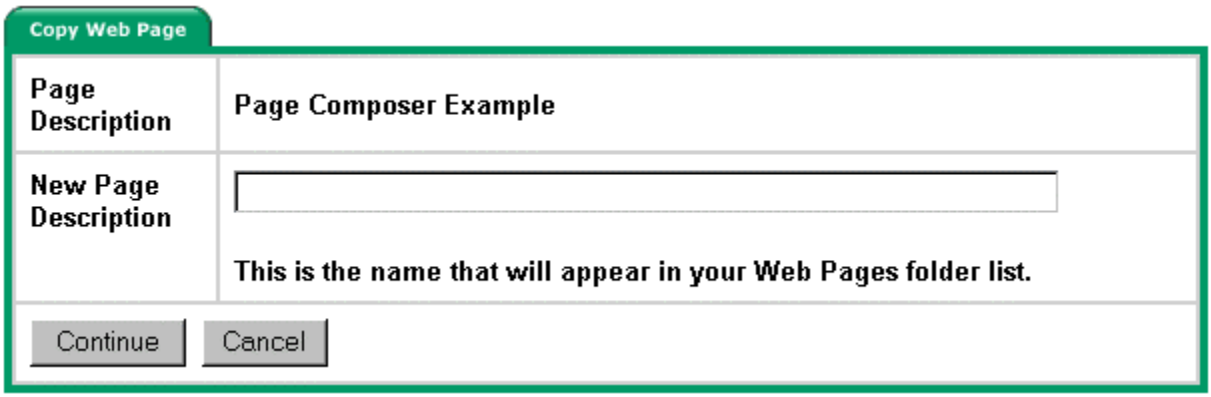
Downloading a page

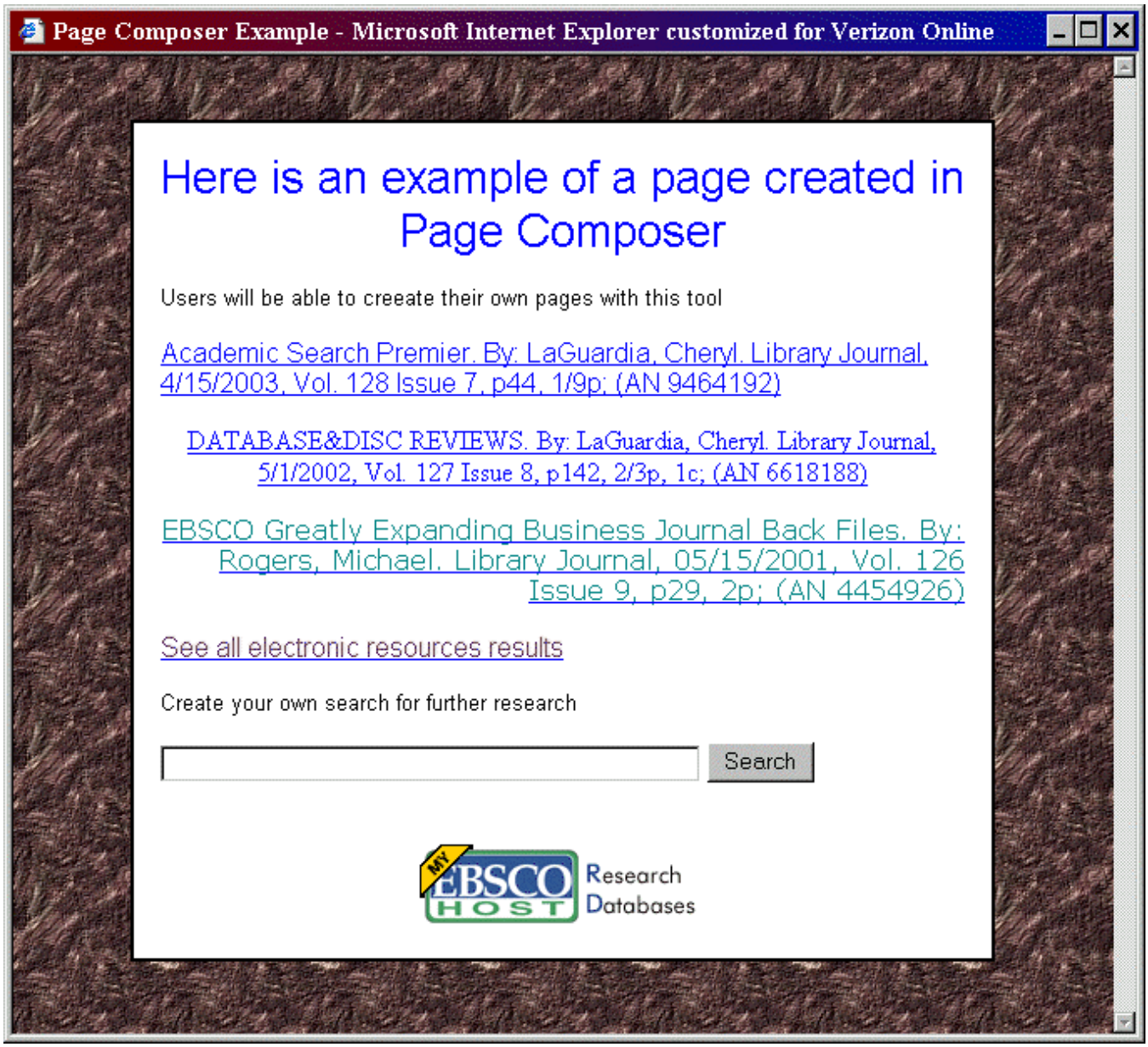
You must download both the page and background file (if you choose one). Each file must be saved in the same location.



Copying a page

You may choose to copy the page you have just created. Enter in the new description and click **Continue.**



Final Results

Below is an example of a web page created in Page Composer.